

Job Opening

Position:	Work Readiness Coordinator
Department/Store:	Human Services
Location:	Alcott Corporate Office – Kalamazoo, MI
Wage:	\$10.00 per hour
Classification:	Part-time Staff
Number of Openings:	1
Hours:	25 hours per week, Monday - Friday
Date posted:	11/13/2014
Submit Applications To:	www.goodwillswmi.org

Job Duties:

General Responsibilities:

The position is designed to provide job coaching and support to participants placed in various work departments within Goodwill, to effectively evaluate, train, and provide feedback to participants and Mission Services team members. On average, it is expected that this position will work 25 hours per week of which approximately 20 hours per week will be working directly with participants or performing duties assigned by the Plant Manager and 5 hours per week developing program plans and meeting with the Mission Services team to review participant progress, problem solve and schedule participant work activities.

Essential functions include but are not limited to:

1. Establishing a positive working relationship with fellow Goodwill team members and participants. Serve as a positive role model for participants, modeling appropriate workplace behavior, attitude and dress.
2. Providing training and ongoing job coaching to participants in programs where participants may engage in work experiences at the Alcott street plant, including the Transitional Work Program, HIRE, and various vocational assessments (the latter additionally supported by the vocational rehabilitation team). This includes having a clear understanding of all jobs a participant may be assigned to. The ongoing coaching includes implementing interventions to address productivity or quality issues that do not meet department standards as well as soliciting regular feedback from plant team members.
3. Understanding and enforcing all department rules as well as agency and department safety policies and procedures.
4. Providing feedback to Mission Services team members regarding participant work performance. This includes one on one discussion via email, phone or in person, as well as regular attendance at the weekly Placement Team meeting and the monthly Mission Services staff meeting.
5. Maintaining timely and accurate records as required, including attendance, quality, time and progress notes. This includes maintaining an updated and current participant work evaluation form, working with both the Plant and Mission Services teams to maintain the most accurate and updated evaluation criteria.
6. Other duties as assigned, including direct production as needed when not in conflict with participant work department needs.

Qualifications:

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Have a demonstrated ability to relate to the demands of both Mission Service delivery and private sector production demands. Must have the ability to re-arrange priorities on a daily basis without sacrificing overall project objectives and success.

The Work Readiness Coordinator should have no physical limitations that would interfere with their performance of a wide range of production tasks, for training or direct production reasons. Specific job requirements include but are not limited to average or above average aptitudes in: color discrimination, fine finger dexterity, eye/hand coordination and moderate to heavy lifting (up to 50lbs).

Education:

High School diploma, post-secondary degree (Associates or Bachelors level) coupled with demonstrated production and/or Mission/social services experience is preferred.

Equal Opportunity Employer

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.

Please click on and read: <http://www.goodwillswmi.org/PDF/ApplicationTerms.pdf>